

MONROE COUNTY

JOB DESCRIPTION

Position Title: SHIFT CAPTAIN AIRPORT RESCUE FIREFIGHTER		Date: Sept 16, 1999
Position Level: 8	FLSA Status: Nonexempt	Class Code: 8-14

GENERAL DESCRIPTION

Primary function is to supervise the Fire Rescue Operations at the Key West International Airport in the event of an aircraft crash or emergency. Responsible for the supervision and direction of assigned firefighters in combating, extinguishing and preventing fires, protecting life, and in maintaining the department equipment and quarters.

KEY RESPONSIBILITIES

1. *Assist in organizing and directing specific aircraft fire and rescue operations with respect to equipment, apparatus and personnel as directed by the ARFF Chief.
2. *Assist in coordinating all emergency medical services and rescue operations as directed by the ARFF Chief through subordinate personnel.
3. *Supervise the following general maintenance work in the upkeep of fire department property: cleaning of work spaces and living quarters, minor repairs to property and equipment, directs washing and drying of hoses, washing, cleaning, repairing, polishing, and tests on pumps, hoses, breathing apparatus and other equipment.
4. Maintain work schedule involving work shifts, vacations, sick leave and compensatory time under the direction of the ARFF Chief.
5. Supervise daily work shift as directed by the ARFF Chief..
6. *Operates the crash fire rescue vehicles in the event of an aircraft accident or other emergency.
7. *Inspects runways, taxiways and ramps for debris, damage, and safety hazards.
8. Enforces security regulations in the Air Operations area as directed by the ARFF Chief.
9. *Performs overall operations as needed at all fire and rescue scenes.
10. Holds company drills and in service training exercises. Participates as required in all drills and training sessions involving both practical and classroom applications. Keeps current and up to date in all phases of job responsibilities through seminars and courses.
11. Assign, stand watches and monitor all flights after ATCT closes until it reopens.
12. Maintains training equipment and records, vehicles maintenance logs and performs related work as required.
13. Performs other work as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	Subject to emergency recall duty within 45 minutes.
<i>Other:</i>	Requires Florida State Firefighter Certification, EMT Certification, and valid Florida drivers license. Previous experience with the County as Airport Rescue Firefighter is preferred.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____